

OFFICE OF TRAINING

NOTICE
NO. 21-64

21 December 1964


SUBJECT: Compliance with Established Deadlines

1. In a recent memorandum, the Deputy Director for Support reviewed the reasons for establishing deadlines and stressed the importance of complying with them. His comments are as follows:

"When tasks are assigned to individual Support Offices, it is customary and appropriate to establish a reporting deadline. Such deadlines are intended to ensure timely action and to permit efficient allocation of priorities and workloads. Failure to meet an established deadline or the last minute completion of an inadequately prepared response is indicative of some organizational or procedural defect requiring prompt remedial action."

2. He also instructed each Support Office Head to establish procedures to ensure that deadlines established by the Office of the Director or the Office of the Deputy Director for Support are strictly adhered to. Where no deadline is set, the Office Head is instructed to set one, inform the Office of the Deputy Director for Support, and ensure that the deadline is met.

3. It is essential that the above message be brought to the attention of all members of OTR and that they be made fully aware of the importance of meeting deadlines. In the past a tickler or control system for deadlines has been maintained in my office. It will continue to operate out of my office and follow-up calls for progress reports will be made well in advance of due dates in order to ensure OTR's full compliance with established deadlines. When deadlines permit, responses are to be in my office three days in advance of the date due in the Office of the Deputy Director for Support.


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Director of Training

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